



17555 PEAK AVENUE MORGAN HILL CALIFORNIA 95037

**LIBRARY COMMISSION**

After Action  
REGULAR MEETING

**APRIL 14, 2003**

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**Morgan Hill Civic Center**  
Council Chambers  
17555 Peak Avenue

**LIBRARY COMMISSION**

Chair	Kathleen Stanaway
Vice-Chair	Jeanne Gregg
Member	Charles Dillmann
Member	Charles Cameron
Member	Kathleen Keeshen
Member	George Nale
Member	Mary Ellen Salzano
Member	Einar Anderson
Member	John Boyne

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**7:00 P.M.**

**CALL TO ORDER**

Chair Stanaway called the meeting to order at 7:03 p.m.

**ROLL CALL ATTENDANCE**

Vice Chair Gregg and Commissioners Cameron and Dillmann were absent

**DECLARATION OF POSTING THE AGENDA**

Per Government Code 54954.2

**PLEDGE**

Pledge was led by Chair Stanaway

**OPPORTUNITY FOR PUBLIC COMMENT**

Council Member Steve Tate announced the Upward Bound youth organization has formed a non-profit organization to benefit the GED and Library Program at the Santa Clara County Boys Ranch.

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The organization will hold a fund raising event on May 14, 2003 at the Improv Comedy Club in downtown San Jose. The Improv will donate \$20 of each \$25 ticket to the programs at the Boys Ranch.

## **REPORTS**

### **1. COUNTY LIBRARY REPORT**

Legislation-Funding & Budgeting

Joint Powers Authority

County Librarian Melinda Cervantes

Acting Deputy County Librarian

Sarah Flowers

Council Member Steve Tate

County Librarian Melinda Cervantes announced the California Library Association's Legislation Day will be held on April 30<sup>th</sup> in Sacramento. Ms. Cervantes along with a group of Library staff members and Commissioners from Santa Clara County Libraries will leave from the Campbell Library at 6:00 a.m. Participants will have the opportunity to meet with Legislators or their Aides to discuss the importance maintaining library funding throughout California. Ms. Cervantes encouraged the members of the Morgan Hill Commission to write letters in opposition of the proposed cuts to Library funding. A sample letter was provided in the Commission members' agenda packets.

Ms. Cervantes announced a Library Issues Breakfast with State Senator Jackie Speier will be held on April 26<sup>th</sup> at the Stanford Park Hotel in Menlo Park. Ms. Cervantes reported the Saratoga Library is getting close to completion and Library staff anticipates moving to the new Library in May. The Library Commission will be invited to visit the new Saratoga Library in June.

Joint Powers Authority – Council Member Steve Tate reported County Librarian Cervantes testified before the State Assembly in opposition to the proposed elimination of the TBR. He also encouraged the Commissioners to participate in the Legislation Day on April 30<sup>th</sup>. The JPA is beginning the budget process for FY 2003/2004. The operating budget for FY2003/2004 is expected to be passed at the next meeting. Services will not be reduced during the next fiscal year. The JPA is also beginning its efforts to extend Measure A. Mr. Tate stated the JPA will be asking for specific involvement from the Library Commission at a later date.

Ms. Cervantes announced there will be an orientation for Library Commissioners on Thursday April 16<sup>th</sup> at the Campbell Library. Unfortunately, the Commissioners did not receive the invitation to the orientation. Staff Balagso will distribute the invitation via email.

### **2. MORGAN HILL LIBRARY REPORT**

Acting Deputy County Librarian

Sarah Flowers

Ms. Flowers gave the Library report for Acting Community Librarian, Nancy Howe, who was on vacation. She reported that during 2002, the Morgan Hill Library had its highest circulation ever. She also reported the Library held an Author Program in March with Norma Howe. The event was a success.

**3. LEGISLATIVE COMMITTEE**

Member Dillmann

No report given. Commissioner Dillmann was not present at the meeting.

**4. SISTER CITY COMMITTEE**

Members Dillmann, Anderson,  
Boyne and Nale

Commissioners Nale and Anderson reported the Mexican Gala scheduled for March 21<sup>st</sup> was cancelled due to low ticket sales. Commissioner Anderson announced the Mayor of San Martin de Hidalgo, Mexico will visit Morgan Hill in August. Commissioner Boyne asked if the visiting Mayor's itinerary included a tour of the Library. Commissioner Anderson responded the Mayor will visit the Library as part of his visit to Morgan Hill. Commissioner Keeshen asked if the Sister City Committee had any involvement with the Library. Commissioner Anderson responded there will be involvement between the Library and the Sister City Committee with display at the new Library site and a book sharing program between Morgan Hill's Sister Cities and the Morgan Hill Library.

Commissioner Anderson reported the next Sister City event will be a student jazz concert to be held on June 6<sup>th</sup> in the amphitheater at the Community and Cultural Center. The Britton Jazz Band will perform as well as other middle school jazz bands.

Chair Stanaway asked that next month's Sister City Committee report provide information on how the Sister City Committee plans to work with the Library programs.

**5. MOTION TO REVISE AGENDA**

Library Commission approved a motion by Commissioner Keeshen to move items 6 and 7 down on the agenda in order to accommodate a member of Youth Advisory Committee. Commissioner Nale seconded the motion. Motion approved (7:0).

This item was heard after Business Item 8 below.

**CONSENT CALENDAR**

**6. APPROVAL OF MEETING MINUTES OF MARCH 10, 2003**

Commissioner Nale motioned to approve the minutes. Commissioner Boyne seconded the motion. Minutes approved (7:0).

**7. REQUEST FOR VOLUNTEER FOR MORGAN HILL ORAL HISTORY PROJECT COMMITTEE**

**Recommended Action:** Appoint a volunteer from the Library Commission to join the Oral History Project Committee. Request from Project Chair, Bill Keig, Vice Chair of the Senior Advisory Committee.

Staff Balagso asked the Commission to appoint a volunteer to join the Oral History Project Committee and attend the first meeting to be held on Tuesday April 22 at City Hall. Staff Balagso stated since this was the first meeting, she was not sure of the time commitment involved. Chair Stanaway stated she believed Vice Chair Gregg indicated she was interested in this project. Staff

Balagso will contact Vice Chair Gregg. Commissioner Salzano stated she would attend the meeting, but was not able to make a commitment to join the Committee at this time.

## **BUSINESS**

### **8. YOUTH REPRESENTATION ON LIBRARY COMMISSION**

**Recommended Action: Information Item.** City staff and members of Youth Advisory Committee (YAC) to report on results of April 7 2003 YAC meeting discussion of prospective roles for youth on Library Commission.

YAC Vice Chair Christopher Englund presented the option the YAC members selected as the preferred method of youth representation on the Library Commission. The preferred option is to serve as a non-voting member for 3 and then be appointed to the Commission as voting member for 9 months. The term limit would be one year. This would enable juniors to apply and participate during their senior year. If the term is longer than one year, many high school students would be excluded due to college commitments. Mr. Englund stated this would give a youth representative time to learn about the Commission and gain information on the issues before the Commission. The second option favored by the YAC is for a youth representative to serve in a limited advisory capacity. Mr. Englund added a youth representative can be a member of the community and did not necessarily need to be a member of the YAC.

Mr. Englund then stated the YAC would like to propose an After-School Study and Tutor Program to be held at the Library. The YAC proposes a room or section of the Library be reserved on specified days during the week for homework help by tutor volunteers after school. Chair Stanaway asked if the Community Meeting Room could be reserved for this purpose. Sarah Flowers responded it could be reserved for this purpose. Commissioner Salzano asked if he or a member of the YAC could attend the next Library Commission meeting to provide more detailed information on the vision of the Study/Tutor Center. Mr. Englund responded he would attend the next meeting to present the vision the YAC has for the Study/Tutor Program. He added that ideally, the program would be offered two days a week, a teacher or another adult, would be present to help students with homework questions along with two or more teen "peer" volunteers who would be able to provide homework help and monitor and supervise the area. Commissioner Salzano stated she feels youth want the freedom to monitor themselves. Commissioner Boyne asked Sarah Flowers if the Library would be able to accommodate the YAC's request. Ms. Flowers suggested the YAC contact Jody Wilson, Teen Services Librarian, and Nancy Howe, Acting Community Librarian to discuss the Study/Tutor Program. Chair Stanaway asked if how YAC would recruit tutors. Mr. Englund responded he hoped they tutors would be volunteers. Commissioner Salzano asked if the YAC had any idea of the number of hours the program would be offered. Christopher Englund responded the program would be offered 2 days a week for 3 to 4 hours, approximately, 3:00 p.m. to 7:00 p.m.

### **9. RECOMMENDATION ON IMPACT OF PROPOSED CUTS IN STATE BUDGET LIBRARY SERVICES**

**Recommended Action: Action Item.** Library Commission to vote on recommendation to City Council Legislative Committee to prepare letter to State representatives indicating the City of Morgan Hill's opposition to the proposed elimination of the Transaction Based Reimbursement (TBR).

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The County Library sent a letter to City governments requesting City officials write letters to State representatives in opposition to the proposed budget cuts to Library services and the elimination of the TBR. Staff Balagso provided the Commission with a copy of this letter and a sample letter to be

sent to State representatives. Ms. Balagso stated a recommendation from the Library Commission to the Legislative Committee to prepare and send such a letter would be appropriate. The Library Commission approved the following recommendation:

“The Library Commission recommends the City Council Legislative Committee prepare a letter stating the City’s opposition to the proposed State budget cuts to library services in California and the elimination of the revenue received through the Transaction Based Reimbursement (TBR.) These cuts will have a significant impact on Library services in Morgan Hill and Santa Clara County.”

Commissioner Salzano motioned to approve the recommendation. Commissioner Nale seconded the motion. Motion approved (7:0).

#### **10. REPORT ON EXPLORATION OF FUNDRAISING STRATEGIES**

**Recommended Action: Information Only.** Commissioners Anderson, Cameron, Dillmann, and Nale will provide a report on findings of possible fund raising strategies for Morgan Hill Public Library.

Commissioner Anderson reported the members of the Commission who volunteered to explore possible fundraising strategies met to discuss Library fundraising alternatives. He stated they researched the fund raising strategies of other libraries. They learned the Cupertino Library has a Foundation, several years ago, which has successfully raised funds. The Los Altos Library has established an Endowment to provide funds to the Library. He added that these are the only two local examples of a Foundation or Endowment. Other libraries’ fund raising arm is the Friends of the Library organizations. Commissioner Anderson added he spoke to a representative from the Danville Library. The Danville Library funded their Sunday Hours through an Endowment from the East Bay Community Foundation and an allocation from the City of Danville. He added the State of Wyoming Library Foundation has a comprehensive web site which provides step-by-step instructions of how to establish a Library Foundation. Commissioner Anderson stated he found that more large cities have established Library Foundations. For example, the City of Seattle has an active Library Foundation.

Commissioner Boyne stated he knew of a grant recently made by Cisco Systems to the Town Cats organization. He asked Sarah Flowers if the Library had any staff members who are able to write grants. Ms. Flowers responded the Library does have staff members who have experience in writing grants, but no staff dedicated to writing grants exclusively. Commissioner Boyne stated he felt it would be worthwhile to pursue grant opportunities to raise funds for the Library. County Librarian Cervantes stated the County Library could work with the City to prepare a grant.

Commissioner Salzano asked if it is possible to identify grant writers located in Morgan Hill. She also asked if the Library Commission was moving toward establishing a Foundation or was pursuing funds for Sunday Hours. Commissioner Anderson responded the Library has many needs and the Commission is going to continue to gather information before making any decisions.

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Staff Balagso provided information on Compass Point, an organization that provides assistance to non-profit organizations in Silicon Valley and San Francisco. Compass Point, formerly known as the Non-Profit Development Center, has a grants library that is open to the public, provides workshops and training on grant writing and fund raising and has a list of qualified consultants who are able to provide grant writing and fund raising services. Commissioner Keeshen stated she believes the fee charged for the training is reasonable. Staff Balagso stated Compass Point is located at 1922 The Alameda in San Jose in the United Way Building. Commissioner Boyne stated he would volunteer to get more information on Compass Point. Commissioner Salzano stated the Paul Newman Foundation or Newman's Own was located in Palo Alto. She offered to find out more information on grant opportunities.

Staff Balagso stated she worked as a grant writer for the City of San Jose. She has experience in writing grants to private foundations as well as state and federal grants. She would be happy to assist the Library Commission in preparing a grant as her Supervisor, Julie Spier allows.

The next steps for the Library Commission in regard to fund raising strategies will be to continue to gather information on the Library Foundation Commission and Commissioners Boyne and Salzano will find out more information on Compass Point. Commissioner Nale reported he will attend the next meeting of the Friends of the Library on April 16<sup>th</sup>. Mr. Nale stated that there would be no conflict between the mission of the Friends and the Commission's efforts to raise funds for the Library.

#### **11. MERVYN'S READING PROGRAM**

**Recommended Action: Information Item.** Commissioner Salzano will provide information on the Mervyn's Reading Program.

Commissioner Salzano referred to the report included in the Library Commissioners packets. She stated she spoke with a representative from Mervyn's who indicated the program requires some changes, but is a successful program. Sarah Flowers stated she has observed youth in the Library getting cards stamped as part of the program.

#### **12. RECOGNITION OF LIBRARY STAFF**

**Recommended Action: Information Only.** Library Commission to discuss ways to recognize Library staff for hard work and dedication to providing outstanding library services in Morgan Hill.

Commissioner Dillmann was not able to attend the meeting. Chair Stanaway stated the Library Commission is available to assist the Library with a recognition program. She asked the Library staff in what ways the Commission could assist the Library to recognize its employees. Commissioner Keeshen stated she recalled the Library staff mentioned they were thinking about establishing a county-wide event that would include a recognition program, at which staff would be recognized by their peers. County Librarian Cervantes stated she recalled the City had funds that could be used to recognize Library staff. Staff Balagso indicated the Recreation Division does have limited funds that could be used for staff recognition through its Boards and Commissions account. Commissioner Salzano stated a Library could establish a recognition program that promotes identifying staff who have gone above and beyond their regular duties or have provided assistance to patrons or staff. County Librarian Cervantes and Acting Deputy County Librarian Flowers stated

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they will continue to explore different methods of employee recognition and include this in next month's County Library Report.

**13. CALIFORNIA LIBRARY ASSOCIATION LEGISLATION DAY – APRIL 30, 2003**

**Recommended Action: Information Only.** California Library Association to hold a Legislation Day at the State Capitol on April 30, 2003. Library Commissioners are encouraged to participate to advocate for library services in California.

This item was addressed in the County Library's report. County Librarian Cervantes encouraged the members of the Library Commission to participate in the Legislation Day. Commissioner Nale stated he could possibly attend, but needs to check his availability.

**14. CURRENT VACANCIES ON LIBRARY COMMISSION**

**Recommended Action: Information Item.** City staff to report on four up-coming vacancies on Library Commission. Staff to provide date for interview before City Council for prospective or returning Commissioners.

Staff Balagso thanked Chair Stanaway, Commissioner Keeshen and Commissioner Nale for their service on the Library Commission. Staff Balagso also thanked Vice Chair Gregg who was not able to attend the meeting. Ms. Balagso announced the interviews for Library Commission applicants would be held on April 23<sup>rd</sup> in the City Council Chambers. Commissioner Salzano asked if the City Council would consider re-appointing current Commissioners rather than asking them to go through the application process. Council Member Tate responded he favored asking current Commissioners to go through the application process. This gives the Council an opportunity to review the Commissioners' terms and gives the Council the discretion to choose not to re-appoint a Commissioner.

**ANNOUNCEMENTS**

None

**REQUESTS FOR FUTURE ITEMS**

Commissioners have requested that the following agenda items be placed on the Library Commission agenda for the next meeting or on a future date:

1. Youth Representation on the Library Commission
2. Recognition of Library Staff
3. School/Library Cooperation
4. Vision for the Library of the Future

Chair Stanaway asked if the Library Commission wanted to discuss the methods of representation proposed by Christopher Englund, Vice Chair of the YAC. Commissioner Boyne asked if the youth representative would have to go through the application and interview process. Staff Balagso responded that she believed they would have to go through this process. She stated she would check with the City Attorney to confirm. Commissioner Boyne stated if one youth representative joins the Commission as a voting member, this would bring the total number of Commissioners to 10. There would be the possibility of a tie vote if an even number of Commissioners sat on the Library

Commission. Commissioner Salzano suggested there could be 2 youth representatives on the Commission – a primary and alternate member.

**ADJOURNMENT** to the next monthly meeting scheduled on **May 12, 2003** in City Council Chambers.

Commissioner Nale moved to adjourn the meeting. Commissioner Anderson seconded the motion. Motion approved (7:0)